



**OAK RIDGE LAND BANK CORPORATION BOARD OF DIRECTORS  
REGULAR MEETING**

Municipal Building Courtroom  
200 S Tulane Avenue

June 20, 2023 - 8:30 AM

**AGENDA**

I. **CALL TO ORDER**

II. **ROLL CALL**

- a. Attendance  
[ORLBC Attendance Record.pdf](#)

III. **APPROVAL OF ORDER OF AGENDA**

IV. **APPROVAL OF MINUTES**

- a. May 16, 2023 Business Meeting Minutes  
[May16 2023 ORLB Business Mtg Minutes.docx](#)

V. **OFFICER REPORTS**

- a. Chairman's Report
- b. Vice-Chairman's Report
- c. Treasurer's Report  
[June2023 Treasurer Report.docx](#)
- d. Acceptance of May 2023 ORLB Financial Statement  
[WLC Financial Statement\\_May 2023.pdf](#)

VI. **COMMITTEE REPORTS**

- a. Real-Estate Report

VII. **UNFINISHED BUSINESS**

- a. High yield savings/investment options discussion with possible action.
- b. Land Bank Calendar  
[2023-calendar.xlsx](#)

VIII. **NEW BUSINESS**

- a. Discussion with possible action on 353 Vermont Avenue: review offers and other interest in property, current status, and pricing.
- b. Discussion with possible action on coverage authorization for real estate service coverage when current provider, Realty Center, is unavailable.  
[Coverage Authorization.docx](#)
- c. Discussion with possible action on agreement between Oak Ridge Land Bank Corporation and Realty Center: Renewal #13  
[Listing Agreement Renewal #13.docx](#)
- d. Discussion with possible action: Closing Date Amendment, 121 Wainwright Road and 214 Waltham Place  
[Closing Date Amendment\\_121 Wainwright 214 Waltham.pdf](#)
- e. [Discussion with possible action regarding online banking](#)
- f. Ethics Memo: City Boards and Commissions  
[Ethics - All Boards and Commissions - Memo 23-11.pdf](#)
- g. July schedule discussion: Work Session conflict with City holiday (July 4th)  
[2023-calendar\\_July.pdf](#)

IX. APPEARANCE OF CITIZENS

ALL CITIZENS ARE GIVEN 3 MINUTES

- a. Visitor Sign-In  
[Vistor Sign-in ORLBC.pdf](#)

X. ANNOUNCEMENTS

XI. ADJOURNMENT

**CITY OF OAK RIDGE, TENNESSEE  
ATTENDANCE RECORD FOR CITY BOARDS AND COMMISSIONS**

Name of Board or Commission: **OAK RIDGE LAND BANK CORPORATION** (ORLBC)

NAME OF MEMBER	PRESENT	ABSENT
Mayor Warren Gooch		
Tamara Gunter		
Melinda Hillman		
Charlie Jernigan		
Cindy R. Johnson		
Dwain Neeley		
Kristin Robertucci		

Date of Meeting: \_\_\_\_\_

Signature: \_\_\_\_\_

Secretary / Treasurer

OAK RIDGE LAND BANK CORPORATION (ORLBC)  
BUSINESS MEETING  
MINUTES

DATE: May 16, 2023

LOCATION: City of Oak Ridge Municipal Building Court Room

PRESIDING: Charlie Jernigan

PRESENT: Cindy Johnson, Tamara Gunter, Melinda Hillman, Warren Gooch, Dwain Neeley, Kristen Robertucci (Mayor Gooch left at around 9:05)

PRESENT: Wayne Blasius, Tammy Rackard, Jennifer Williams, ORHA, ADFAC, Tom Hanrahan, David Bradshaw, and Josh Wright

ABSENT: None

- I. Call to Order – 8:34 AM
- II. Roll Call – Quorum, all present.
- III. Approval of Order of Agenda  
Approved by consensus.
- IV. Approval of Minutes of Previous Meeting  
Motion made to approve March 21, 2023 Business Meeting minutes by Kristen Robertucci and seconded by Ms. Hillman. The motion passed unanimously (7-0).

Motion made to approve April 18, 2023 Business Meeting minutes by Kristen Robertucci and seconded by Mr. Neeley. The motion passed unanimously (7-0).

Motion made to approve May 2, 2023 Special Called Meeting minutes by Kristen Robertucci and seconded by Mayor Gooch. The motion passed unanimously (7-0).

- V. Officer's Reports:
  - a. Chairman's Report – Chairman Jernigan referenced the last work session and asked for input on the conversation regarding Land Bank legislation. Mr. Neeley questioned how many properties it would impact. Mayor Gooch asked if there was additional action needed from City Council. Ms. Rackard offered to provide updated statutory language and a future meeting.
  - b. Vice-Chairman's Report – No Report.
  - c. Treasurer's Report – Ms. Hillman provided the treasurer's report.
- VI. Committee Report
  - a. Real-Estate Report – Mr. Hanrahan gave the real estate report. There are 2 properties currently under contract to sell soon.
  - b. Project Update: Acorn Development, LLC – Josh Wright of Acorn Development provided a report updating the Land Bank on the status of their project as they consider taking over Mr. Cappiello's contract. Mr. Wright requested more input from the city on the potential public park. Mr. Jack Suggs mentioned this info should be presented to City Council at a future work session.

VII. Unfinished Business

- a. Discussion with possible action to authorize funding for the Chairman to file suit through JMFN to Quiet Title against 173 Outer Drive – said funding not to exceed \$3,500.00.

A motion was made by Ms. Hillman to move forward with clearing the title. The motion was seconded by Ms. Robertucci, and passed unanimously. (6-0)

- b. Staff report/discussion on 353 Vermont Avenue. City Civil Engineer Bryan Mills provided the board with information about the property. Mr. Jernigan asked if the Board would like to put the lot back on the market. Mr. Hanrahan stated there is a high demand for vacant lots, and recommended a higher price (high 30s to 40s).

A motion was made by Ms. Hillman to list and sell the property at 353 Vermont Avenue. The motion was seconded by Ms. Robertucci and passed unanimously. (6-0)

- c. High yield savings/investment options discussion with possible action. Ms. Robertucci provided updated information to the board showing savings/investment and loan payment scenarios. Her analysis showed \$450,000 the Land Bank could use to pay down loan or invest. Her recommendation was to move forward on some option.

A motion made to table their discussion until the end of new business was made by Ms. Hillman and seconded by Mr. Neeley. Motion passed unanimously. (6-0)

- d. Discussion regarding the establishment of a Land Bank calendar. Mr. Jernigan requested staff provide a calendar with dates of closings and call backs and to add the calendar to the agenda.

VIII. New Business

- a. Discussion with possible action regarding payment on the Board's existing Three Roots Capital/Pinnacle Bank loan. The board resumed their discussion from Item VIIc. They discussed paying \$225,000 on the loan and investing \$225,000 in one or more certificates of deposit (CDs).

A motion was made by Ms. Robertucci to pay down the Three Roots Capital loan by \$225,000. The motion was seconded by Ms. Gunter, and passed unanimously. (6-0)

Ms. Robertucci made a motion to invest \$175,000 at ORNL FCU in increments of \$25,000 for 12 months and \$50,000 at Y12 FCU in \$25,000 increments for 9 months. Interest earned on certificates will be used to pay down the Three Roots Capital loan. Mr. Neeley suggested amending the motion to allow the treasurer's discretion on use of funds. Ms. Robertucci agreed, and Mr. Neeley seconded the amended motion. Motion passed unanimously. (6-0)

IX. Appearance of Citizens (Non-Agenda Items) – None

- X. Announcements – Mr. Jernigan announced that he would be resigning at some point this year as he is moving out of Oak Ridge, most likely by the end of the year.

- XI. Adjournment – There being no further business, the meeting was adjourned at 9:48 AM.

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Secretary/Treasurer

## Pinnacle Accounts

1. Money Market Account \*\*\*1268 = \$264,403.80

2. Checking Account \*\*\*9726 = \$93,491.06

- \$225,000 from this account used to pay down Three Roots Capital Loan on 5/26

## TN Bank Accounts

1. Non-Profit Int DDA Checking Account \*\*\*6599 = \$16,248.44

2. Non-Profit Savings Account (line of credit) \*\*\*0809 = \$91,427.43

Total Cash on Hand: \$465,570.73 Liability: \$628,277.52

13 Properties = \$ 1,511,100 (total tax assessed value).

8 of the properties under contract – Leaving 5 properties held.



**CERTIFIED PUBLIC ACCOUNTANTS, PC**

Willard L. Carr, CPA  
David W. Carr, CPA

Member of the  
American Institute of Certified Public Accountants

Tennessee Society of Certified Public Accountants

June 13, 2023

To the Board of Directors  
Oak Ridge Land Bank, Inc.  
PO Box 1  
Oak Ridge, TN 37830

Management is responsible for the accompanying financial statements of Oak Ridge Land Bank, Inc. (a not-for-profit corporation), which comprise the Statement of Financial Position as of May 31, 2023, and the related Statement of Activities, and Cash Flows for the month and the eleven months then ended in accordance with accounting principles generally accepted in the United States of America.

We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Oak Ridge Land Bank, Inc.

*WLC Certified Public Accountants PC*

WLC Certified Public Accountants, PC  
Oak Ridge, Tennessee





**Oak Ridge Land Bank, Inc.**  
**Statement of Financial Position**  
**May 31, 2023**

**Assets**

**Current Assets**

**Cash and Equivalents**

Pinnacle Checking	\$ 93,491.06
Pinnacle Money Market	264,403.80
TNBank Checking	16,248.44
TNBank Savings	91,427.43

<b>Total Cash and Equivalents</b>	465,570.73
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<b>Inventory</b>	1,642,235.82
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**Other Current Assets**

ETF Grant Receivable	500,000.00
Development Costs	2,800.00

<b>Total Other Current Assets</b>	502,800.00
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\$ 2,610,606.55

**Liabilities and Net Assets**

**Current Liabilities**

ETF Unearned Grant Income	\$ 500,000.00
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**Long-Term Liabilities**

Main St East 333 Promissory Note	628,277.52
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<b>Total Liabilities</b>	1,128,277.52
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**Net Assets**

Unrestricted Net Assets	1,489,366.08
Excess (Deficit) of Revenue over Expense	(7,037.05)

<b>Total Net Assets</b>	1,482,329.03
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\$ 2,610,606.55

**Oak Ridge Land Bank, Inc.****Statement of Activities**

	<b>1 Month Ended May 31, 2023</b>	<b>11 Months Ended May 31, 2023</b>
<b>Contributions, Revenues, Gains &amp; Losses</b>		
Interest Income	\$ 336.56	\$ 2,324.01
W. Outer Dr 678	0.00	12,750.00
Goucher Cir 121	0.00	9,000.00
Hamilton Cir 136	0.00	4,500.00
Louisiana Ave 164	0.00	60,105.00
Wilberforce Ave 394B	0.00	40,000.00
Wabash Ln 130	0.00	25,000.00
W Outer Dr 363	0.00	30,000.00
Wade Ln 101	0.00	25,000.00
Wade Ln 114	0.00	25,000.00
Wade Ln 117	0.00	25,000.00
Wade Ln 118	0.00	25,000.00
Waddell Cir 147	0.00	30,000.00
Wade Ln 157	0.00	25,000.00
W Outer Dr 345	45,180.00	45,180.00
W Outer Dr 355	44,820.00	44,820.00
<b>Total Contributions, Revenues and Gains</b>	<b>90,336.56</b>	<b>428,679.01</b>
<b>Expenses and Losses</b>		
Closing Costs	7,565.00	38,061.81
Cost Goucher Cir 121	0.00	720.00
Cost W. Outer Dr 678	0.00	12,750.00
Cost Hamilton Cir 136	0.00	20,800.00
Cost Louisiana Ave 164	0.00	37,324.07
Cost Wilberforce Ave 394B	0.00	12,100.00
Cost Wabash Ln 130	0.00	27,700.00
Cost W Outer Dr 363	0.00	27,000.00
Cost Wade Ln 101	0.00	21,825.00
Cost Wade Ln 114	0.00	29,443.98
Cost Wade Ln 117	0.00	20,200.00
Cost Wade Ln 118	0.00	24,865.69
Cost Waddell Cir 147	0.00	23,700.00
Cost Wade Ln 157	0.00	23,100.00
Cost W Outer Dr 345	25,000.00	25,000.00
Cost W Outer Dr 355	24,800.00	24,800.00
Interest Expense	5,551.17	50,758.16
Repairs and Maintenance	0.00	300.00
Bank and Loan Fees	0.00	438.00
Accounting Services	790.00	4,685.00
Audit Services	0.00	10,000.00
Other Expenses	0.00	144.35
<b>Total Expenses and Losses</b>	<b>63,706.17</b>	<b>435,716.06</b>
<b>Excess (Deficit) of Revenues over Expenses</b>	<b>\$ 26,630.39</b>	<b>\$ (7,037.05)</b>

**Oak Ridge Land Bank, Inc.**  
**Statement of Cash Flows**  
**For the 11 Months Ended May 31, 2023**

**Cash Flows from Operating Activities**

Net Income (Loss)	\$ (7,037.05)
Adjustments to reconcile net income (loss) to net cash provided by (used in) operating activities:	
Losses (Gains) on Sales of Fixed Assets	0.00
Decrease (Increase) in Operating Assets:	
Accounts Receivable	126.55
Inventory	307,933.74
Increase (Decrease) in Operating Liabilities:	

<b>Net Cash Provided By (Used In)</b>	
<b>Operating Activities</b>	<u>301,023.24</u>

**Cash Flows from Financing Activities**

Notes Payable Repayments	<u>(225,000.00)</u>
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<b>Net Cash Provided By (Used In)</b>	
<b>Financing Activities</b>	<u>(225,000.00)</u>

<b>Net Increase (Decrease) In</b>	
<b>Cash and Cash Equivalents</b>	76,023.24

<b>Beginning Cash and Cash Equivalents</b>	<u>366,872.49</u>
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<b>Ending Cash and Cash Equivalents</b>	<u><u>\$ 465,570.73</u></u>
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## General Ledger

May 1, 2023 - May 31, 2023

06/13/23 10:46  
AM

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>10100 Pinnacle Checking</b>				242,002.23		
05/02/23	10		To Record Sales W Outer Dr 345 355		82,435.00	
05/11/23	50		Loan Pmt from ORLB to 3RC		(5,551.17)	
05/16/23	2050		WLC Certified Public Accountants, PC		(395.00)	
05/26/23	50		Transfer from ORLB to 3RC		(225,000.00)	
			<b>Totals for 10100</b>		<u>(148,511.17)</u>	<u>93,491.06</u>
<b>10150 Pinnacle Money Market</b>				264,067.39		
05/31/23	10		To Record Interest Income		336.41	
			<b>Totals for 10150</b>		<u>336.41</u>	<u>264,403.80</u>
<b>11100 TNBank Checking</b>				16,643.29		
05/01/23	1067		WLC Certified Public Accountants, PC		(395.00)	
05/31/23	10		To Record Interest Income		0.15	
			<b>Totals for 11100</b>		<u>(394.85)</u>	<u>16,248.44</u>
<b>11300 TNBank Savings</b>				91,427.43		
			<b>Totals for 11300</b>		<u>0.00</u>	<u>91,427.43</u>
<b>12050 ETF Grant Receivable</b>				500,000.00		
			<b>Totals for 12050</b>		<u>0.00</u>	<u>500,000.00</u>
<b>12600 Development Costs</b>				2,800.00		
			<b>Totals for 12600</b>		<u>0.00</u>	<u>2,800.00</u>
<b>13180 N. Illinois Ave 272</b>				2,015.10		
			<b>Totals for 13180</b>		<u>0.00</u>	<u>2,015.10</u>
<b>13260 Vermont Ave 353</b>				24,300.00		
			<b>Totals for 13260</b>		<u>0.00</u>	<u>24,300.00</u>
<b>13280 W. Outer Dr 345</b>				25,000.00		
05/01/23	50		To Record Cost of Sales W Outer 345		(25,000.00)	
			<b>Totals for 13280</b>		<u>(25,000.00)</u>	<u>0.00</u>
<b>13290 W. Outer Dr 355 (4-plex)</b>				24,800.00		
05/01/23	50		To Record Cost of Sales W Outer 355		(24,800.00)	
			<b>Totals for 13290</b>		<u>(24,800.00)</u>	<u>0.00</u>
<b>13460 Wainwright Rd 121</b>				21,361.72		
			<b>Totals for 13460</b>		<u>0.00</u>	<u>21,361.72</u>
<b>13490 Waltham Pl 214</b>				19,473.00		
			<b>Totals for 13490</b>		<u>0.00</u>	<u>19,473.00</u>
<b>13550 Jonathan Ln 126</b>				25,000.00		
			<b>Totals for 13550</b>		<u>0.00</u>	<u>25,000.00</u>
<b>13580 N Illinois Ave 268</b>				10,100.00		
			<b>Totals for 13580</b>		<u>0.00</u>	<u>10,100.00</u>
<b>13590 N Illinois Ave 270</b>				10,100.00		
			<b>Totals for 13590</b>		<u>0.00</u>	<u>10,100.00</u>

## General Ledger

May 1, 2023 - May 31, 2023

06/13/23 10:46  
AM

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
13610	Rutgers Ave Parcel 18.00			261,300.00		
			Totals for 13610		0.00	261,300.00
13620	Rutgers Ave Parcel 18.01			192,600.00		
			Totals for 13620		0.00	192,600.00
13630	Rutgers Ave Parcel 18.02			161,200.00		
			Totals for 13630		0.00	161,200.00
13650	Outer Dr 173			29,100.00		
			Totals for 13650		0.00	29,100.00
13800	Main St East 333			869,186.00		
			Totals for 13800		0.00	869,186.00
13802	Rice Rd - 099L			16,500.00		
			Totals for 13802		0.00	16,500.00
22000	ETF Unearned Grant Income			(500,000.00)		
			Totals for 22000		0.00	(500,000.00)
25500	Main St East 333 Promissory Note			(853,277.52)		
05/26/23	50		Transfer from ORLB to 3RC		225,000.00	
			Totals for 25500		225,000.00	(628,277.52)
32000	Unrestricted Net Assets			(1,489,366.08)		
			Totals for 32000		0.00	(1,489,366.08)
40100	Interest Income			(1,987.45)		
05/31/23	10		To Record Interest Income		(0.15)	
05/31/23	10		To Record Interest Income		(336.41)	
			Totals for 40100		(336.56)	(2,324.01)
44400	W. Outer Dr 678			(12,750.00)		
			Totals for 44400		0.00	(12,750.00)
44410	Goucher Cir 121			(9,000.00)		
			Totals for 44410		0.00	(9,000.00)
44420	Hamilton Cir 136			(4,500.00)		
			Totals for 44420		0.00	(4,500.00)
44430	Louisiana Ave 164			(60,105.00)		
			Totals for 44430		0.00	(60,105.00)
44440	Wilberforce Ave 394B			(40,000.00)		
			Totals for 44440		0.00	(40,000.00)
44450	Wabash Ln 130			(25,000.00)		
			Totals for 44450		0.00	(25,000.00)
44460	W Outer Dr 363			(30,000.00)		
			Totals for 44460		0.00	(30,000.00)

## General Ledger

May 1, 2023 - May 31, 2023

06/13/23 10:46  
AM

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
44470	Wade Ln 101			(25,000.00)		
			<b>Totals for 44470</b>		<u>0.00</u>	<u>(25,000.00)</u>
44480	Wade Ln 114			(25,000.00)		
			<b>Totals for 44480</b>		<u>0.00</u>	<u>(25,000.00)</u>
44490	Wade Ln 117			(25,000.00)		
			<b>Totals for 44490</b>		<u>0.00</u>	<u>(25,000.00)</u>
44500	Wade Ln 118			(25,000.00)		
			<b>Totals for 44500</b>		<u>0.00</u>	<u>(25,000.00)</u>
44510	Waddell Cir 147			(30,000.00)		
			<b>Totals for 44510</b>		<u>0.00</u>	<u>(30,000.00)</u>
44520	Wade Ln 157			(25,000.00)		
			<b>Totals for 44520</b>		<u>0.00</u>	<u>(25,000.00)</u>
44530	W Outer Dr 345			0.00		
05/02/23	10		To Record Sales W Outer Dr 345 355		<u>(45,180.00)</u>	
			<b>Totals for 44530</b>		<u>(45,180.00)</u>	<u>(45,180.00)</u>
44540	W Outer Dr 355			0.00		
05/02/23	10		To Record Sales W Outer Dr 345 355		<u>(44,820.00)</u>	
			<b>Totals for 44540</b>		<u>(44,820.00)</u>	<u>(44,820.00)</u>
51005	Closing Costs			30,496.81		
05/02/23	10		To Record Sales W Outer Dr 345 355		<u>7,565.00</u>	
			<b>Totals for 51005</b>		<u>7,565.00</u>	<u>38,061.81</u>
51040	Cost Goucher Cir 121			720.00		
			<b>Totals for 51040</b>		<u>0.00</u>	<u>720.00</u>
51340	Cost W. Outer Dr 678			12,750.00		
			<b>Totals for 51340</b>		<u>0.00</u>	<u>12,750.00</u>
51350	Cost Hamilton Cir 136			20,800.00		
			<b>Totals for 51350</b>		<u>0.00</u>	<u>20,800.00</u>
53160	Cost Lousiana Ave 164			37,324.07		
			<b>Totals for 53160</b>		<u>0.00</u>	<u>37,324.07</u>
53170	Cost Wilberforce Ave 394B			12,100.00		
			<b>Totals for 53170</b>		<u>0.00</u>	<u>12,100.00</u>
53180	Cost Wabash Ln 130			27,700.00		
			<b>Totals for 53180</b>		<u>0.00</u>	<u>27,700.00</u>
53190	Cost W Outer Dr 363			27,000.00		
			<b>Totals for 53190</b>		<u>0.00</u>	<u>27,000.00</u>
53200	Cost Wade Ln 101			21,825.00		
			<b>Totals for 53200</b>		<u>0.00</u>	<u>21,825.00</u>

## General Ledger

May 1, 2023 - May 31, 2023

06/13/23 10:46  
AM

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
53210	Cost Wade Ln 114			29,443.98		
			Totals for 53210		0.00	29,443.98
53220	Cost Wade Ln 117			20,200.00		
			Totals for 53220		0.00	20,200.00
53230	Cost Wade Ln 118			24,865.69		
			Totals for 53230		0.00	24,865.69
53240	Cost Waddell Cir 147			23,700.00		
			Totals for 53240		0.00	23,700.00
53250	Cost Wade Ln 157			23,100.00		
			Totals for 53250		0.00	23,100.00
53260	Cost W Outer Dr 345			0.00		
05/01/23	50		To Record Cost of Sales W Outer 345		25,000.00	
			Totals for 53260		25,000.00	25,000.00
53270	Cost W Outer Dr 355			0.00		
05/01/23	50		To Record Cost of Sales W Outer 355		24,800.00	
			Totals for 53270		24,800.00	24,800.00
55100	Interest Expense			45,206.99		
05/11/23	50		Loan Pmt from ORLB to 3RC		5,551.17	
			Totals for 55100		5,551.17	50,758.16
55400	Repairs and Maintenance			300.00		
			Totals for 55400		0.00	300.00
60000	Bank and Loan Fees			438.00		
			Totals for 60000		0.00	438.00
62110	Accounting Services			3,895.00		
05/01/23	1067		WLC Certified Public Accountants, PC		395.00	
05/16/23	2050		WLC Certified Public Accountants, PC		395.00	
			Totals for 62110		790.00	4,685.00
62150	Audit Services			10,000.00		
			Totals for 62150		0.00	10,000.00
65100	Other Expenses			144.35		
			Totals for 65100		0.00	144.35
			Report Total			0.00
<b>Net Profit/(Loss)</b>						
Current Period			26,630.39			
Year-to-Date			(7,037.05)			

Distribution count = 20

2023

## Notes

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	Tu	W	Th	F	Sa
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26	27	28				

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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26	27	28	29	30	31	

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

May						
Su	M	Tu	W	Th	F	Sa
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June						
Su	M	Tu	W	Th	F	Sa
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July						
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August						
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September						
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October						
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November						
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December						
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24	25	26	27	28	29	30
31						



OAK RIDGE   
LAND BANK, Inc.

**ORLBC Meetings:**

**8:30 AM** in the Oak Ridge Municipal Building

Work Session - 1st Tuesday

Business Meeting - 3rd Tuesday



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# JUNE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
				1	2	3																																																																																																		
4	5	6 ORLBC WS 8:30 AM Municipal Building Courtroom	7	8	9	10																																																																																																		
11	12	13	14 Flag Day	15	16	17																																																																																																		
18 Father's Day	19 Juneteenth	20 ORLBC Meeting 8:30 AM Municipal Building Courtroom	21 June Solstice (GMT)	22	23	24																																																																																																		
25	26	27	28	29	30																																																																																																			
		<div><div>May 2023</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div><div>July 2023</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table></div>			S	M	T	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											S	M	T	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<div>Notes:</div> <div>© 2019 Vertex42 LLC Calendar Template by Vertex42.com</div>	
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# JULY 2023

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2	3	4 Independence Day ORLBC WS 8:30 AM Municipal Building Courtroom	5	6	7	8																																																																																																		
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16	17	18 ORLBC Meeting 8:30 AM Municipal Building Courtroom	19	20	21	22																																																																																																		
23 Parents' Day	24	25	26	27	28	29																																																																																																		
30	31	<div><div>June 2023</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div><div>August 2023</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>			S	M	T	W	Th	F	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									S	M	T	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										Notes:	
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# AUGUST 2023

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		1 ORLBC WS 8:30 AM Municipal Building Courtroom	2	3	4	5																																																																																																	
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SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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3	4 Labor Day	5 ORLBC WS 8:30 AM Municipal Building Courtroom	6	7	8	9																																																																																				
10 Grandparents Day	11 Patriot Day	12	13	14	15	16 Rosh Hashanah																																																																																				
17	18	19 ORLBC Meeting 8:30 AM Municipal Building Courtroom	20	21	22	23 Autumnal eq. (GMT)																																																																																				
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# OCTOBER 2023

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8	9 Columbus Day	10	11	12	13	14																																																																													
15	16	17 ORLBC Meeting 8:30 AM Municipal Building Courtroom	18	19	20	21																																																																													
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# NOVEMBER 2023

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5 Daylight Saving	6	7 ORLBC WS 8:30 AM Municipal Building Courtroom	8	9	10	11 Veterans Day																																																																																											
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## Coverage Authorization

The purpose of this document is to ensure that proper real estate services are available to the Oak Ridge Land Bank when its current real estate services provider, Realty Center, is unavailable. Jeanne Gorman of The Real Estate Firm has offered to provide that coverage and to work under the terms of the SELLER AGENT AGREEMENT, dated March 26, 2015, and subsequent renewals between Oak Ridge Land Bank and Realty Center.

This authorization shall be effective for the period of time beginning on the last date this Coverage Authorization is executed and will remain valid and in effect until August 15, 2023 unless it is revoked in writing by any one of the parties with notice to the other two parties. Furthermore, this Coverage Authorization will automatically be extended concurrently with extensions and renewals between Oak Ridge Land Bank and Realty Center.

Approved By:

Oak Ridge Land Bank

\_\_\_\_\_  
Charlie Jernigan, Chairman

\_\_\_\_\_  
Date

The Real Estate Firm:

\_\_\_\_\_  
Beatrice Carter, Principal Broker

\_\_\_\_\_  
Date

Realty Center:

\_\_\_\_\_  
Peggy Hanrahan, Principal Broker

\_\_\_\_\_  
Date

Approved as to Form and Legality

\_\_\_\_\_  
Tammy Rackard, City Attorney

\_\_\_\_\_  
Date



**The Oak Ridge Land Bank  
Seller Agent Agreement  
Renewal #13**

THIS AGREEMENT (Renewal #13), dated as of the 20th day of June, 2023 made between The OAK RIDGE LAND BANK CORPORATION (ORLBC) and REALTY CENTER, INC. (SELLER AGENT) is to renew the original SELLER AGENT AGREEMENT dated March 26, 2015 for the sale of ORLBC real property.

All terms and conditions of the original SELLER AGENT AGREEMENT and subsequent RENEWALS are to carry forward and remain the same unless specifically noted below:

**10. Term**

This agreement shall be effective for the period of time beginning on the date this agreement is executed and ending on February 29, 2024.

THIS RENEWAL #13 of the SELLER AGENT AGREEMENT is made and entered into on the day and date first above set out.

APPROVED AS TO FORM AND LEGALITY

City of Oak Ridge Attorney: \_\_\_\_\_  
Tammy Rackard Date

OAK RIDGE LAND BANK CORP

By ORLBC Chairman: \_\_\_\_\_  
Charlie Jernigan Date

REALTY CENTER INC.

By: \_\_\_\_\_  
Peggy Hanrahan Date

Properties, List Price and Status as of the date of this renewal are:

<u>Property</u>	<u>List Price</u>	<u>Status</u>
173 Outer Drive	\$10,000 + Legal Costs	Promised to Habitat pending clear title.
121 Wainwright Road	\$100	Under contract with Habitat
214 Waltham Place	\$8,000	Under contract with Habitat
353 Vermont Ave	\$47,750	Available for purchase

# **Peggy Sells Homes!**

## **Realty Center 865-482-8200**

### **CLOSING DATE / POSSESSION DATE AMENDMENT # 1**

1 Buyer: Clinch River Habitat for Humanity

2 Seller: Oak Ridge Land Bank

3 Property: 121 Wainwright Rd & 214 Waltham Place Oak Ridge TN 37830

4 In consideration of the mutual covenants herein and other good and valuable consideration, the receipt and sufficiency of which

5 is hereby acknowledged, the parties agree to amend that certain Purchase and Sale Agreement with a Binding Agreement Date

6 of 03/15/2023 and any incorporated addenda, exhibits or prior amendments (collectively referred to herein as

7 "Agreement") for the purchase and sale of real property specified above as follows:

8 **The section not marked is not part of this Amendment.**

9 ☐ **A. Closing Date:** This transaction shall be Closed (evidenced by delivery of warranty deed and payment of purchase

10 price), and this Agreement shall expire, at 11:59 p.m., local time, on the 31st day of August,

11 2023, or on such earlier date as may be agreed to by the parties in writing. Such expiration does not extinguish a

12 party's right to pursue remedies in the event of default. Any extension of this date must be agreed to by the parties in

13 writing.

14 ☐ **B. Possession:** Possession of the Property is to be given:

15 ☒ with delivery of deed and payment of purchase price; OR

16 ☐ on \_\_\_\_\_ at \_\_\_\_\_ o'clock ☐ am/ ☐ pm, local time; OR

17 ☐ **Occupancy Agreement attached.**

18 ☐ no later than \_\_\_\_\_ o'clock ☐ am/ ☐ pm, local time, on the \_\_\_\_\_ day after Closing.

19 ☐ **Occupancy Agreement attached.**

20 This Amendment shall become binding when signed by all parties and shall be incorporated into the Agreement and all other

21 terms and conditions of the Purchase and Sale Agreement shall remain in full force and effect.

22 The party(ies) below have signed and acknowledge receipt of a copy.

23 \_\_\_\_\_

24 **BUYER**

\_\_\_\_\_

**BUYER**

25 \_\_\_\_\_ at \_\_\_\_\_ o'clock ☐ am/ ☐ pm

\_\_\_\_\_ at \_\_\_\_\_ o'clock ☐ am/ ☐ pm

26 **Date**

**Date**

27 The party(ies) below have signed and acknowledge receipt of a copy.

28 \_\_\_\_\_

29 **SELLER**

\_\_\_\_\_

**SELLER**

30 \_\_\_\_\_ at \_\_\_\_\_ o'clock ☐ am/ ☐ pm

\_\_\_\_\_ at \_\_\_\_\_ o'clock ☐ am/ ☐ pm

31 **Date**

**Date**

*NOTE: This form is provided by Tennessee REALTORS® to its members for their use in real estate transactions and is to be used as is. By downloading and/or using this form, you agree and covenant not to alter, amend, or edit said form or its contents except as where provided in the blank fields, and agree and acknowledge that any such alteration, amendment or edit of said form is done at your own risk. Use of the Tennessee REALTORS® logo in conjunction with any form other than standardized forms created by Tennessee REALTORS® is strictly prohibited. This form is subject to periodic revision and it is the responsibility of the member to use the most recent available form.*

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RF657 – Closing Date / Possession Date Amendment, Page 1 of 1

Version 01/01/2023



**OAK RIDGE LAND BANK CORPORATION BOARD OF DIRECTORS MEMORANDUM**

DATE: June 20, 2023

TO: Oak Ridge Land Bank Corporation

FROM: Jennifer Williams , Senior Planner

SUBJECT: Discussion with possible action regarding online banking

Background

On May 31st, staff and Land Bank Treasurer Melinda Hillman met with representatives from Pinnacle Bank to discuss ordering new checks and establishing online banking. Staff is also coordinating with a representative from TN Bank to discuss online banking, although no meeting has taken place yet.

If the Board wants to move ahead with online banking, staff suggests the Board authorize the Treasurer, or whoever they deem appropriate, to work with TN Bank and Pinnacle to establish these services. Additional decisions may need to be made regarding who has access to and/or manages these online accounts.

Recommendation

N/A

**LEGAL DEPARTMENT MEMORANDUM**  
**23-11**

DATE: May 23, 2023

TO: Members of City Boards and Commissions (via Distribution to Staff Liaisons)

FROM: Tammy M. Rackard, City Attorney

SUBJECT: Code of Ethics

This memorandum is to advise new board and commission members of the Code of Ethics ordinance as well as remind established members of the ethics provisions. While the ethics provisions are applicable all – boards, commissions, councilmembers, employees, etc. – this memorandum is written with boards and commissions in mind which is why those entities are specifically referenced. As a note for established members, there have been no changes to the Code of Ethics ordinance over the past year.

Background

In 2006, the General Assembly enacted Public Chapter 1 which is codified in Tennessee Code Annotated §8-17-101 et seq. This statute requires local governments to adopt ethical standards for all officials and employees. The intent behind the statute is to secure the integrity of local government processes and protect those processes from abuse.

For compliance with state law, City Council adopted a Code of Ethics which is set forth in City Code Title 21, Chapter 1. A copy of the Code of Ethics is attached for your reference. As stated in City Code §21-101, the Code of Ethics applies to all elected and appointed officials and employees of the City, including board and commission members.

Personal Interests

“Personal interest” is a defined term in City Code §21-102(6) and includes any financial, ownership, or employment interest in the subject of a vote, a matter to be regulated or supervised, or financial, ownership, or employment interests of an official’s family member. When a board member has a personal interest that either affects his or her vote or would lead a reasonable person to infer that it affects his or her vote, the board member must disclose the personal interest to the board prior to the vote and it must appear in the minutes of the meeting. The member may, if he or she chooses, recuse himself or herself from the vote. It is always best practice to disclose a personal interest even if the board member does not believe it affects his or her vote. Similarly, when in doubt as to whether or not to recuse oneself from a vote, it is always best to err on the side of recusal.

The same holds true for non-voting matters where the board member must exercise discretion in a matter before the board, but instead of a requirement to disclose the personal interest to the board you must instead disclose it to the City. A form must be completed and filed with the City Clerk’s Office. A copy of this form is attached. The board member may, to the extent allowed by law, charter, ordinance, or policy, recuse himself or herself from the exercise of discretion in the matter.

### Gifts

A board member may not accept gifts, gratuities, or any other form of consideration or favor from someone other than the City if it is in violation of City Code §21-105. For purposes of this memorandum, all forms of consideration or favor will be referred to as a "gift." A board member may not accept, directly or indirectly, any gift (1) for the performance of an act (or refraining therefrom) that he or she is expected to perform in their course of duties or (2) that might be reasonably interpreted as an attempt to influence his or her action, or reward him or her for past action, in executing city/board business.

### Disclosure of Information

City Code §21-106 prohibits a board member from disclosing information obtained in his or her official capacity as a board member if that information is made confidential under state or federal law under the disclosure of said confidential information is authorized by law. Similarly, a board member may not use or disclose information obtained in his or her official capacity for financial gain either for himself or herself or for others.

### Use of City Time, Facilities, Equipment, or Supplies

City Code §21-107 prohibits a board member from using City time, facilities, equipment, and/or supplies for private gain or personal advantage either for himself/herself or for a private person or entity. The only exception to this provision is use that is authorized by legitimate contracts or leases determined by the city to be in the best interest of the city, or as otherwise permitted by law.

### Use of Position of Authority

City Code §21-108 prohibits a board member from making (or attempting to make) private purchases in the name of the City. An exception to this provision is authorized travel expenses, authorized membership dues, and meals in the course of official business meetings. This ordinance also prohibits a board member from using (or attempting to use) his or her position to secure a privilege or exemption for himself/herself or others that is not authorized by charter, general law, ordinance, or policy. Intimidation, threats, coercion, and discrimination by a board member against an employee for the purposes of interfering with the employee's freedom or choice in the regular discharge of official duties is similarly prohibited. Lastly, a board member may not provide commercial or advertising endorsements in such a manner as to convey the City's approval of a private for-profit enterprise.

### Outside Employment

City Code §21-109 prohibits a board member from accepting or continuing employment if the work unreasonably inhibits the performance of affirmative duties of their position on the board, or if such work conflicts with any provision of the City's charter or any ordinance or policy.

### City Attorney Responsibilities under the Code of Ethics

In addition to compliance with the Code of Ethics provisions as an employee, the City Attorney has two additional responsibilities under the Code of Ethics:

#### *Ethics Opinions*

The City Attorney, upon written request of a board member potentially affected by a provision of the Code of Ethics, may render an opinion based upon the ordinance and other applicable law.

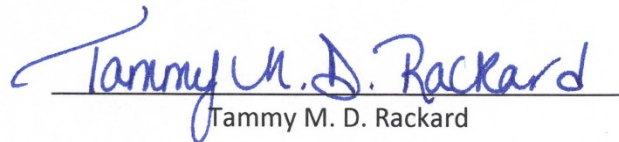
### Investigation of Complaints

The City Attorney is the ethics officer for the City. As such, the City Attorney must investigate credible ethics complaints against an appointed official or employee, or may undertake an investigation on the City Attorney's own initiative when information is acquired indicating a possible violation. The investigation will result in recommendations for actions to end or seek retribution for any activity that, in the City Attorney's judgment, constitutes a violation of the Code of Ethics. The City Attorney may request the investigation be conducted by a third party when the City Attorney has a conflict of interest in a particular matter. Credible complaints against the City Attorney, City Manager, or members of City Council are always investigated by a third party.

### Violations

A board member who violates a provision of the Code of Ethics is subject to punishment as provided in the City's Charter or other applicable law as well as censure by City Council.

If you have any questions or if additional information is requested, please contact me directly.



Tammy M. D. Rackard

Attachments: Code of Ethics Ordinance  
Personal Interest Disclosure Form

cc: None

## **TITLE 21**

### **CODE OF ETHICS**

#### **CHAPTER 1**

### **CODE OF ETHICS**

#### **SECTION**

- 21-101. Applicability.
- 21-102. Definition of "personal interest."
- 21-103. Disclosure of personal interest by official with vote.
- 21-104. Disclosure of personal interest in nonvoting matters.
- 21-105. Acceptance of gratuities, etc.
- 21-106. Use of information.
- 21-107. Use of city time, facilities, etc.
- 21-108. Use of position or authority.
- 21-109. Outside employment.
- 21-110. Ethics complaints.
- 21-111. Violations.

**21-101. Applicability.** This chapter is the code of ethics for personnel of the city. It applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created by the city, including but not limited to the Oak Ridge City Schools and its Board of Education. (as added by Ord. #7-07, May 2007)

**21-102. Definition of "personal interest."** The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(1) The word "censure" means an expression of severe criticism or reproach.

(2) The word "complaint" means a written, signed document setting forth the reason(s) for belief of an ethics violation. A complaint must contain the original signature of the complaining party and such person's contact information including but not limited to full name, address, and telephone number. Comments sent by email, facsimile or other electronic means are not original documents and shall not constitute a valid complaint.

(3) The words "employment interest" includes a situation in which an official or employee or a designated family member is negotiating possible employment with a person or organization that is the subject of the vote or that is to be regulated or supervised.

(4) The word "gift" means the transfer of anything of economic value, regardless of form, without reasonable consideration. "Gift" may include a subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value, conveyed or transferred. "Gift" does not include political campaign contributions which are solicited or accepted in accordance with applicable laws and regulations.

(5) The word "official" means the members of city council, as well as members appointed thereby to city boards, commissions, committees, authorities, corporations or instrumentalities established by law or by this code. "Official" also includes the city judge.

(6) The words "personal interest" mean: (a) Any financial, ownership, or employment interest in the subject of a vote by a city board not otherwise regulated by state statutes on conflicts of interests; or

(b) Any financial, ownership, or employment interest in a matter to be regulated or supervised; or

(c) Any such financial, ownership, or employment interest of the official's or employee's spouse, parent(s) (including natural, step or adoptive, as well as inlaws), grandparent(s), sibling(s) (including natural, step or adoptive), child(ren) (including natural, step or adoptive, as well as grandchildren and inlaws), and any other individual residing within the employee's household who is a legal dependent of the employee or official for income tax purposes.

In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over the provisions of this chapter. (as added by Ord. #7-07, May 2007)

**21-103. Disclosure of personal interest by official with vote.** An official with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, the official may recuse himself or herself from voting on the measure. (as added by Ord. #7-07, May 2007)

**21-104. Disclosure of personal interest in nonvoting matters.** An official or employee who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on a form provided by and filed with the city clerk. Copies of such forms filed with the city clerk shall be provided to the city manager and, in the case of an employee, filed in the employee's personnel file. In addition, the official or employee may, to the extent allowed by law, charter, ordinance, or policy, recuse



himself or herself from the exercise of discretion in the matter. (as added by Ord. #7-07, May 2007)

**21-105. Acceptance of gratuities, etc.** An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the city:

(1) For the performance of an act, or refraining from performance of an act, that he or she would be expected to perform, or refrain from performing, in the regular course of his or her duties; or

(2) That might reasonably be interpreted as an attempt to influence his or her action, or reward him or her for past action, in executing city business.

This section does not apply to those items that are specifically covered by a separate policy and/or procedure established by the city manager pertaining to gifts and gratuities. (as added by Ord. #7-07, May 2007)

**21-106. Use of information.** (1) An official or employee may not disclose any information obtained in his or her official capacity or position of employment that is made confidential under state or federal law except as authorized by law.

(2) An official or employee may not use or disclose information obtained in his or her official capacity or position of employment with the intent to result in financial gain for himself or herself or any other person or entity. (as added by Ord. #7-07, May 2007)

**21-107. Use of city time, facilities, etc.** (1) An official or employee may not use or authorize the use of city time, facilities, equipment or supplies for private gain or advantage to himself or herself.

(2) An official or employee may not use or authorize the use of city time, facilities, equipment or supplies for private gain or advantage to any private person or entity, except as authorized by legitimate contract or lease that is determined by the city manager or city council to be in the best interests of the city or as otherwise permitted by law. (as added by Ord. #7-07, May 2007)

**21-108. Use of position of authority.** (1) An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the city; provided, however, that this section shall not apply to reasonable amounts paid for:

(a) Food, transportation, lodging and other travel expenses incurred in accordance with the city's travel policy.

(b) Dues, registrations, meals and similar expenses incurred in conjunction with membership or participation in a professional or community organization to which the official or employee belongs in his or her official capacity.

(c) Meals purchased in the course of an official business meeting conducted on the city's behalf.

(2) An official or employee may not use or attempt to use his or her position to secure any privilege or exemption for himself or herself or others that is not authorized by the charter, general law, or ordinance or policy of the city. No officer shall intimidate, threaten, coerce, discriminate against, or give the appearance of or attempt to intimidate, threaten, coerce or discriminate against any employee for the purpose of interfering with that person's freedom of choice in the regular discharge of his or her official duties.

(3) No official or employee shall provide commercial or advertising endorsements in such a manner as to convey the city's approval of any private for-profit enterprise; provided, however, that an official or employee may respond to inquiries seeking information as to the city's experience with a vendor or other private enterprise. (as added by Ord. #7-07, May 2007)

**21-109. Outside employment.** An official or employee may not accept or continue any outside employment if the work unreasonably inhibits the performance of any affirmative duty of the municipal position or conflicts with any provision of the city's charter or any ordinance or policy. This section does not negate the requirement for employees to obtain prior approval before beginning any outside employment. (as added by Ord. #7-07, May 2007)

**21-110. Ethics complaints.** (1) The city attorney is designated as the ethics officer of the city. Upon the written request of an official or employee potentially affected by a provision of this chapter, the city attorney may render an oral or written advisory ethics opinion based upon this chapter and other applicable law.

(2) (a) Except as otherwise provided in this subsection, the city attorney shall investigate any credible complaint against an appointed official or employee charging any violation of this chapter, or may undertake an investigation on the city attorney's own initiative when the city attorney acquires information indicating a possible violation and make recommendations for action to end or seek retribution for any activity that, in the attorney's judgment, constitutes a violation of this code of ethics.

(b) The city attorney may request that the city manager or city council hire another attorney, individual, or entity to act as ethics officer when the city attorney has or will have a conflict of interests in a particular matter.

(c) When a complaint of a violation of any provision of this chapter is lodged against the city attorney, the city manager, or a member of city council, city council shall take the following action:

- (i) Determine whether the complaint has merit and warrants further investigation, or determine if the complaint is frivolous and without merit.
  - (ii) If city council determines the complaint has merit and warrants further investigation, city council shall direct that the complaint be investigated by an independent person, group of persons, or firm chosen by the city manager and city attorney when the complaint is against a member of city council, and chosen by city council when the complaint is against the city manager or the city attorney.
- (3) The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.
- (4) When a violation of this code of ethics also constitutes a violation of a personnel policy, rule, or regulation or a civil service policy, rule, or regulation, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this code of ethics. (as added by Ord. #7-07, May 2007)

**21-111. Violations.** An elected official or appointed member of a separate city board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this chapter is subject to punishment as provided by the city's charter or other applicable law and in addition is subject to censure by city council. An appointed official or an employee who violates any provision of this chapter is subject to disciplinary action. (as added by Ord. #7-07, May 2007)

### Personal Interest Disclosure Form

Pursuant to the Code of Ethics adopted by the City of Oak Ridge, Tennessee, this form is required to be filled out and submitted to the City Clerk when an employee or official must exercise discretion over a matter that he/she has a personal interest in that affects or a reasonable person might believe affects the employee or official's exercise of discretion. (City Code §21-104)

Please print or type responses. Attach additional pages if necessary.

1. Name: \_\_\_\_\_

2. Position with the City: \_\_\_\_\_

3. Phone number: \_\_\_\_\_

4. If you an officer or employee who must exercise discretion over a matter that you have a personal interest in that affects, or a reasonable person might believe affects, your exercise of discretion, please describe the personal interest below:

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5. Has the exercise of discretion already occurred or will it be occurring in the future?

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\_\_\_\_\_  
Employee or Official's Signature

\_\_\_\_\_  
Date

# JULY 2023

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# OAK RIDGE LAND BANK CORPORATION

## VISITOR SIGN-IN

HEARING DATE: \_\_\_\_\_

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